## The Dataset

## an HMIS user-community newsletter

## HPRP Clarification—Documenting Past-Due Rent

The Department of Commerce has received from HUD clarification regarding how to document in HMIS situations like past-due rent.

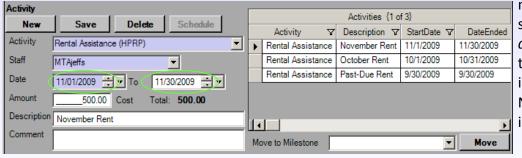
"Financial assistance provided in the form of a single, lump sum payment to clear a rental debt or "arrearage" should be entered into HMIS as a single instance of financial assistance. The start and end dates for arrearages can be entered as the same day. Arrearage payments will be documented in HMIS based on the date that you provide the assistance, not the arrearage period for which the payment covers. If you provide financial assistance in the form of a 3-month arrearage in addition to the client's next month of rent, enter them as two separate instances of financial assistance. The current month's rent payment should be noted according to the period for which the financial assistance covers."

In this example, the service provider produced a check on 9/30/2009 to cover the past-due rent for July, August, and September (*right*). The months that the check covers are entered in the Comments field. Notice that the beginning and ending dates are the



same, reflecting the date the payment was made by the service provider.

Subsequent payments of rental assistance appear as separate transactions, where each payment results in a



new service instance that shows a start date and an end date that demonstrates clearly the range of time a payment is intended to represent (left). Notice that each month's rent is a separate transaction.

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